

## **TULALIP TRIBES – QUIL CEDA VILLAGE**

**CLASS TITLE:** Clinical Pharmacist

**POSITION NUMBER:** QCV 023-09

**EMPLOYEE CLASSIFICATION:** Exempt

**TRIBAL DEPARTMENT:** Tulalip Pharmacy

**EMPLOYEE REPORTS TO:** Pharmacy Director

### **BASIC FUNCTIONS:**

Responsible for the day-to-day activities of the pharmacy which include, but not limited to, entering, filling, labeling and verifying prescription orders, medication inventory, communication with insurance carriers to obtain payment, etc. Also, responsible for billing and reconciliation of outstanding receivables; maintaining pharmacy technician workflow; clinical management of offsite clinics; operational management of optimum health care for tribal members; operational management of offsite clinics; educational and experiential teaching of interns, externs, residents and maintain, implement and create innovative pharmacy projects.

### **REPRESENTATIVE DUTIES:**

#### **Essential Duties:**

Help patients who are dropping off or picking up prescription orders.  
Enter prescription orders into the computer.  
Create a profile of the patient's health and insurance information in the computer or update the patient's profile.  
Practice of pharmacy, in accordance with local, state, federal and company regulations.  
Communicate with insurance carriers to obtain payment for prescription claims.  
Compute charges for drugs.  
At point of sale, verify the customer receives correct prescription(s).  
Complete daily distribution of medication orders, place orders on shelves and verify all associated paperwork.  
Prepare the pharmacy inventory.  
Communicate with prescribers and their agents to obtain refill authorization.  
Maintain an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrate them into practice.  
Assist in training new employees.  
Assist other pharmacy technicians.  
Assist in scheduling and maintain workflow.  
Maintain knowledge of loss prevention techniques

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

Computer workflow systems.  
Formulary Management  
MTM (Medication Therapeutic Management)  
Patient monitoring and therapy in areas like INR, Cholesterol, Diabetes, Smoking Cessation, Immunization, etc.  
Insurance and third-party payment systems.

#### **Ability to:**

Respect confidentiality of patient data.  
Make good judgment and decisions.  
Have excellent attention to detail.  
Follow directions and work as a team member.  
Have a courteous attitude and professional demeanor.

**EDUCATION AND EXPERIENCE:**

Minimum Bachelors in Pharmacy.

Preference for advanced and or post baccalaureate degrees in pharmacy business management

Preference for experience in pharmacy computer integration with innovative electronic record systems

Preference for experience in clinical residency programs

Preference for advanced certifications

Preference for experience in developing collaborative practices with health care providers

Preference for experience in developing innovative pharmacy practice

**LICENSES AND OTHER REQUIREMENTS:**

Current Pharmacist License with Washington State Board of Pharmacy.

Pharmacist experience for at least 1 year in various areas that encompass a well rounded experiential working knowledge to allow for effectively dealing with the challenges of health care systems.

**WORKING CONDITIONS:****Ability to multitask**

Ability to lift/transport items from 1-50 lbs weight, including frequent bending, stooping, and reaching

**PAY RANGE:** DOE

**OPENING DATE:** August 10, 2009

**CLOSING DATE:** Open Until Filled